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NASA Procedural Requirements

NPR 9635.1Effective Date: September 30,
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30, 2013**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Request Notification of Change

 (NASA Only)

Subject: Billings and Collections

Responsible Office: Office of the Chief Financial Officer[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [AppendixA](#) | [AppendixB](#) | [AppendixC](#) | [AppendixD](#) |
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Appendix H. Invoice Preparation

H.1 Preparation

H.1.1 Invoices will adhere to the following:

- a. An invoice, for either an actual or estimated amount, will be prepared and mailed within 5 business days after the day that goods have been shipped or released, services have been rendered, or payment is otherwise determined to be due. Invoices may be prepared and mailed later than the 5-day timeframe if it is cost effective to do so.
- b. Invoices for amounts due under ongoing reimbursable agreements are to be issued at the end of each month based on the cumulative unreimbursed costs incurred as of the end of the month.
- c. The invoice will include a payment due date that will not be more than 30 days from the date of the invoice, unless otherwise provided by law.

H.2 Other Information to be Included on Bills

H.2.1 Payment should be made to "NASA," not a NASA official.

H.2.2 In accordance with Treasury instructions, the bill should be imprinted or stamped with a notification such as:

- a. The payment due date is 30 days from the date of this bill. Pursuant to 31 U.S.C. § 3717, additional charges will be assessed on payments received after the due date, including:
- b. Interest at _____%, from the date the debt is owed.
- c. Administrative charges.
- d. Penalties, not to exceed 6 percent per year on any portion of the debt delinquent for more than 90 days, accrued from the date the debt became delinquent. The integrated financial management system will be used to prepare the invoice and bill for non-federal organizations to be printed for mailing.

H.3 Employee Debt

H.3.1 When a NASA employee owes a debt, the employee must be sent a bill for collection or request for payment. If the debt is not paid within 30 days, the Center must issue a demand letter that must include notification that NASA will collect the debts via salary offset if the debt is not paid within 30 days. The notification and the demand letter must conform to the requirement in 14 CFR 1261.6.

H.4 Reimbursable Work

H.4.1 Invoices and bills to Federal agencies are prepared in NASA's integrated financial management system and

electronically interfaced to the IPAC system for subsequent electronic transmission through Treasury and to the other agency. Whenever possible, invoices to other Federal agencies should be processed through the integrated financial management system IPAC interface for collection. Additional guidance concerning billing requirements for reimbursable work is included in NPR, 9090.1, "Reimbursable Agreements".

H.5 Other Billing Requirements and Guidelines

H.5.1 General Requirements.

H.5.1.1 A consolidated monthly bill should be sent to each debtor in order to lessen the volume of paper and accounting work involved, unless the unpaid dollar amount is so small that preparing and issuing a bill would not be cost effective and there is ongoing work on the reimbursable agreement.

H.5.1.2 A uniform numbering system should be maintained for all bills tendered.

H.5.1.3 A filing system should be established to separately identify uncollected bills and collected bills.

H.5.1.4 A bill register should be maintained for all bills issued. The bill register should include the date of the bill, the bill number, the name of the debtor, the amount of the bill and a description. The integrated financial management system provides for automated mechanisms to do this.

H.5.2 Requirements for Specific Types of Debt.

H.5.2.1 Bills will not be issued when collections are to be made by payroll deductions.

H.5.2.2 The collection of jury duty fees can normally be accomplished without formal billing. Employees serving on jury duty should be informed to refund jury duty fees received, if applicable, upon return to work. The pay records of employees serving on jury duty shall be annotated so that proper follow-up actions can be taken to ensure the refund is received.

H.5.2.3 Each Center's financial management office will establish a system of review to ensure that travel advances are recovered. This is a function performed in the travel office and covered by NPR 9700.1, "Travel".

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